



In this issue:

#### PAGE ONE

Monitoring Docket Activity  
How to Choose a Scanner  
Training classes

#### PAGE TWO

##### Q & A:

Attachments to Sealed Documents

##### Tips & Tricks

When an attorney leaves the firm  
Change of Address

The CM-ECF Support Team provides a help line to assist electronic filers in the Western District of Washington. This service is available Monday through Friday from 8 AM to 5 PM. We can help filers with online "events" and answer questions regarding formatting documents, training, etc. To contact us, call:

**ECF Helpdesk**



**1-866-323-9293**

### Training Classes

#### In the Seattle courthouse:

700 Stewart Street, Seattle

July 13<sup>th</sup>, 1-3 pm

Aug 11<sup>th</sup>, 10-12 noon

Sep 7<sup>th</sup>, 1-3 pm

#### In the Tacoma courthouse:

1717 Pacific Avenue, Tacoma

Classes arranged on request.

## Monitoring Docket Activity

The CM-ECF system provides a built-in feature that can reassure case participants that they have received service of all documents filed electronically. Specifically, the Docket Activity Report is a snapshot of all docket activity in specified cases in the Western District of Washington.

Counsel will find this report particularly useful during those challenging days following vacation or travel, or when they may have concern about the receipt of e-mails due to increased filtering by their Internet Service Providers. And, of course, this report comes in handy when that slip of the hand inadvertently deletes an e-mail from the Court prior to the "free peek."

**The CM-ECF system will be unavailable from**

**July 22<sup>nd</sup> 6 pm - July 25<sup>th</sup> 6 am**

**and from**

**Aug 26<sup>th</sup> 6 pm - Aug 29<sup>th</sup> 6 am**

To access the Docket Activity Report, go to Reports, then Docket Activity Report. For more information on running this report, follow this [link to the article](#) on the second page of this newsletter.

## How to Choose a Scanner for Electronic Filing

"What features should I look for when buying a scanner?" This is a common question posed by small legal offices and by sole practitioners. While the court does not endorse products, we can suggest certain features which will save time and simplify the preparation of documents. A scanner should have:

- The ability to set variable DPI settings. The Court recommends 200 DPI.
- An automatic page feeder for multiple-page documents. This feature virtually eliminates the tedious task of combining separately scanned pages prior to filing multi-paged documents.
- Compatible software for the creation of PDF documents after scanning.

# Q &A

**I would like to file a  
Sealed Document  
with attachments.  
Are attachments to  
the sealed  
document also  
under seal?**

Yes. Documents attached during a Sealed event are also filed under seal. Like the main document, electronic access to these attachments is limited to the Court.

Sealed and Ex Parte events for filing in either Civil or Criminal cases are:

- Ex Parte/Sealed Motion
- Sealed Motion
- Sealed Document

## Tips and Tricks

When an attorney leaves a firm, both the attorney and the firm need to consider the implications relative to CM/ECF system.

**If an attorney leaves the firm and retains his/her cases:**

- Change the e-mail addresses in the attorney's account.
- Submit a change of address via mail to the Clerk's Office.

**If an attorney leaves and the cases remain with the firm:**

- File a "Withdrawal and Substitution of Counsel" in all cases in which the departing attorney served as counsel.

from PACER's ECF FAQs

## THE DOCKET ACTIVITY REPORT

Using the Docket Activity Report is easy. To check recent filings, do this:

- 1) After logging into CM-ECF, click on "Reports" in the upper blue menu bar.
- 2) When the login screen appears again, enter your **PACER** login and password. Do not re-enter the login and password issued from the Western Washington district. Viewing the Report counts as a single charge to your PACER account.
- 3) Check the box "Only cases to which I am linked."
- 4) Click the radio button, "Full docket text."
- 5) Enter the desired date range.
- 4) Click the button, "Run Report."